

EMS Top Ten Tasks

1. Procurement	Affirmative procurement – buying products with recycled content – protects the environment by supporting companies that are reusing, recycling, and producing environmental friendly products. In addition, establishing EMS requirements in all contracts helps assure that GRC remains in compliance with federal and state laws.
2. Budgeting	When you make decisions on budgets include allowances for purchasing environmental friendly products. They may be a little more expensive today, but life cycle analysis shows they can be far cheaper over the long haul.
3. Chemicals	If you order, use, dispose, or are exposed to chemicals make sure you understand their hazards, proper use, and disposal requirements. Ordering and using the least hazardous and Environmentally Preferred chemicals minimizes risk and reduces costs. Consider the life cycle of what you buy. Don't buy something you can't afford to discard because it's too hazardous.
4. Design	Incorporate life cycle concepts and sustainability principles when designing programs, projects, and tasks. Initial costs may be higher, but there can be significant long term savings. Environmentally Preferred chemicals minimizes risk and reduces costs.
5. Maintenance	When equipment breaks or needs repair, it is critical to use cleaners and chemicals with the lowest toxicity available. Many Environmentally Preferred Products have been successfully tested as replacements for some of the “worst” chemicals previously used at the GRC.
6. Administration	Even office products are often manufactured using recycled material. The purchase and use of environmentally preferred products in an office setting helps the Center achieve its environmental objectives. Making sure that recyclable materials get placed in the proper bins is another aid to the Center.
7. Engineering and Technical work	When job requirements change due to new projects, follow the proper procedures to excess unused or unwanted chemicals and materials properly. Pollution prevention applies to everyone. Ensure proper Engineering Controls are used to protect people and the environment.
8. Custodians, Grounds keepers	Environmentally preferred cleaners are available. Make sure you are using the least hazardous materials available to accomplish your work. Lawn chemicals can pollute waterways and pose a hazard to the wildlife around GRC. Look for products with the lowest toxicity.
9. Management	Management supports EMS through policies, management reviews, providing resources, and removing roadblocks for all tasks to be environmentally sound and sustainable where ever possible. Promote EMS awareness.
10. Construction	When the soil is disturbed for excavations, follow proper storm water controls to keep rain run-off from polluting the streams and rivers. Some soils at GRC need special management. Recycle construction and demolition debris to the maximum extent possible. This will reduce disposal costs and may even generate revenue.